Assign a Beneficiary to Employee Insurance Policy

Events do not always line up with enrollment periods. If you need to change your beneficiary to better fit your needs, please follow the following steps below:

From your homepage:

1. Select **Menu.**

2. Select **Benefits and Pay**.
Note: If not displayed, select **Add Apps** to search for Benefits and Pay. When searching, if this app does not appear in search results, select the **Edit** button and scroll down.

3. Select **Change Benefits**.

4. Use the Change Reason drop-down menu to select **Assign Beneficiaries to Life Insurance**.

5. Enter **Benefit Effective Date** in the Benefit Event Date field.

6. Select **Submit**.

This now initiates an action item for you to make coverage changes.

7. **Open** the task and continue. Or, from **My Tasks**, select the Change Benefit Election Action item.

8. Select **Let's Get Started.**

9. Select **Manage**, and then **Confirm and Continue.**

10. Select the **+** icon to add **Beneficiary** and **Percentage,** and then select **Save**. **Note:** You may add a beneficiary to basic, supplemental and Accidental Death and Dismemberment (AD&D) if you are enrolled in any of these insurance benefits. You may select different beneficiary(ies) and amounts for each benefit.

11. Select **Review and Sign,** select **I Accept** for the electronic signature, and then select **Submit**.